

No.-A-50011/16/2016-17-Admn./1801  
Government of India  
Ministry of Textiles  
Office of the Development Commissioner (Handicrafts)

West Block No.7, R.K. Puram,  
New Delhi – 110066.

Dated:05.04.2017

**OFFICE MEMORANDUM**

It has been observed from time to time that minutes of the meetings, orders, Office Memorandums & notifications issued by various Sections are not being put on the web site [www.handicrafts.nic.in](http://www.handicrafts.nic.in) of the Office of the DC (Handicrafts) as a result of which difficulties are being faced as and when these documents are needed for referencing or monitoring about the action taken reports within the stipulated time.

In the above context & with a view to have a transparency and easy accessibility of the same at a glance, it has been decided by the Competent Authority that all the Deputy Directors/Assistant Directors in the Office of the DC (H) will ensure that all the minutes of the meetings/orders/notifications/office memorandum etc. issued in future by them are placed on the website of the Office of the DC (H) positively.

~~Non-compliance of the above instructions shall be viewed seriously and the sole responsibility shall lie with the concerned Deputy Director/Assistant Directors of the Office of the DC (H).~~

~~This issue with approval of the Competent Authority.~~

*Sahayamari*

**(G.P. Sahayamari)**  
**Assistant Director (Admn.)**

**Copy to:**

1. All Deputy Directors/Assistant Directors in the Office of the DC (H), R.K. Puram New Delhi – for strict compliance.
2. Shri Sandeep Khurana, Scientist 'D', Office of the DC (H), R.K. Puram New Delhi, with the direction to put all the orders/minutes/notifications/OMs on the website of the Office of the DC (H) as and when received by him.
3. All sections in the Office of the DC (Handicrafts), R.K. Puram, New Delhi.
4. PA to DC (H)/PS to ADC (SRG)/PA to ADC (SB)/PA to Sr. Director/ PA to Director (H), Office of the DC (Handicrafts), New Delhi.
5. Guard file.